

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

1. RPA # RPA 026 & 027
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Special Investigator (Non-Peace Officer)	3. POSITION NUMBER 312-950-8612-00x 312-900-8612-005	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R07
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) RANCHO CORDOVA		13. MONTHLY SALARY \$3902.00 TO \$5899.00	
8. SEND APPLICATION TO: Karen DeGuire / Patricia Czoberek EMS Authority 10901 Gold Center Drive Rancho Cordova, CA 95670	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible			
	11. PUBLIC PHONE NUMBER (916) 431-3669			
	12. CALNET NUMBER		14. FILE BY Until Filled	

SROA/Surplus employees are encouraged to apply.

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

ESSENTIAL FUNCTIONS: Under the direction of the Supervising Special Investigator I, Enforcement Unit, the Special Investigator works independently or jointly to conduct investigations on applicants and licensed EMT-Paramedics in accordance with accepted investigative techniques, applicable laws, regulations and departmental policies and procedures.

SPECIAL PERSONAL CHARACTERISTICS

Aptitude for investigation work; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; willingness to travel throughout assigned areas and to work long and unusual hours as required; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; tact; neat personal appearance; and ability to qualify for a fiduciary bond.

FINGERPRINTING REQUIREMENT

Title 11, section 703(d), of the California Code of Regulations, requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

NOTE: During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff are required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participate in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

- **DESIRABLE QUALIFICATIONS**

- Must possess and maintain the highest standards of conduct, honesty, and loyalty in both official and personal matters.
- Knowledge of probation/ investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure and legal rights of citizens; and service of legal process.
- Ability to deliver clear, concise, accurate, and factual summaries of results of an investigation, both orally and in writing.
- Ability to conduct and participate effectively in investigations and interviews;
- Ability to exercise tact, initiative, ingenuity, resourcefulness, and judgment in collecting and analyzing data; make sound deductive reasoning and constructive recommendations.
- Excellent interpersonal communication and organizational skills
- Possess ability to interpret and apply laws and regulations to specific situations;
- Strong proficiency in oral and written communications and research skills.
- Ability to manage multiple projects and set appropriate priorities.
- Technical proficiency in computer applications used for business.

HOW TO APPLY:

All applicants must clearly indicate their basis for eligibility on the State application (STD 678). All applications will be screened and only the most qualified candidates will be interviewed. In order to be considered for this position, you must include your eligibility criteria in the area of the application where you enter the position you are applying for. (for example, enter reinstatement, lateral transfer, list eligibility). In addition, if your eligibility is the result of competing in an examination, you must include a copy of your examination results indicating your official score with your application. Failure to provide these documents at the time you submit your application may result in your not being considered for the position.

Submit a State Application (STD. 678) and resume to:
Emergency Medical Services Authority
Patricia Czoberek / Karen DeGuire, Personnel Analyst
10901 Gold Center Drive, Suite 400
Rancho Cordova, Ca 95670